



DELAWARE JUDICIARY
ADMINISTRATIVE OFFICE OF THE COURTS

Non-Merit Position
(This position is exempt from the State of Delaware Merit Rules)

Posting #AOC0403N12

DATABASE ADMINISTRATION MANAGER (Data Administrator)
(EXTENDED POSTING)

Opening Date: April 11, 2012

Closing Date: June 18, 2012

A Vacancy Exists

Salary: \$53,482 - \$66,852 - \$80,222 per year (Minimum - Midpoint - Maximum)
Pay Grade 18*

Recruiting For: **Administrative Office of the Courts, Judicial Information Center**

Location: New Castle County **(Please check this location on your application)**

*Salary applicable for this position is based upon the qualifications of the individual applicant.

Summary Statement: This employee is responsible for analyzing, organizing, and managing data as a resource and promoting data sharing within the Delaware Judicial Branch and through information systems statewide.

Minimum Qualifications: Please address each item separately on the Minimum Qualifications page of the application. Failure to do so will result in disqualification. Applicants must meet each of the following qualifications. Failure in any one area will result in a rating of "not qualified." Resumes may not be substituted for the application.

1. Experience in data administration which includes the integration of application systems in a shared data environment; developing and administering plans, policies, and procedures to promote management and sharing of data across enterprise information systems that incorporate business needs and implementing plans to meet those needs.
2. Experience in data resource management which includes developing or maintaining data dictionary, data quality and integrity, data storage/warehousing, data mining techniques, database structure generation and design, or data modeling.

3. Experience in information technology (IT) project management which includes planning, scheduling, staffing, coordinating, controlling, monitoring, evaluating, and reporting on the status of IT projects.
4. At least seven years experience with Oracle.
5. Experience in administration of Oracle 10 and 11 databases (on Windows server platforms).
6. Working knowledge of Oracle RAC, Data Guard, Oracle Streams, Oracle Advanced Queuing, Oracle Application Server Administration (weblogic), and Oracle Enterprise Manager.
7. Extensive SQL, PL/SQL experience.
8. Proficiency in the following areas:
 - a. Capacity Planning.
 - b. Root Cause Analysis.
 - c. Hands-on server and application administration.
 - d. Troubleshooting across all tiers from network to application to database.
9. Ability to communicate courteously and effectively, both verbally and in writing, including the ability to communicate complex, technical information in a format appropriate to ensure audience comprehension with a diverse group of clients such as end-users, staff, and coworkers.

Conditions of Employment:

- A satisfactory criminal background check is required as a condition of employment.
- Direct deposit of paychecks is required as a condition of employment.

Benefits: To learn more about the comprehensive benefit package please visit the website at <http://ben.omb.delaware.gov/>.

Submitting Your Application: Visit the website at <http://courts.delaware.gov/career/> and click on “apply” next to the job posting. Then print, or complete and print, the Judicial Branch Non-Merit Employment Application in either Microsoft® Word or PDF format. Applications should be submitted by any one of the formats listed below prior to the closing date stated on this announcement.

1. Send your application as an e-mail attachment with the words “Application Form” in the subject line to: apps.aoc@state.de.us (**preferred method**)
2. Fax your application to: (302) 255-2482, Attention: Human Resources
3. Mail your application to:

Administrative Office of the Courts
New Castle County Courthouse
500 N. King Street, Suite 11600
Wilmington, DE 19801

Attachments to Applications:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting, be sure to include it when you submit your application prior to the closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by the application.

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

The Delaware Judiciary
An Equal Opportunity and Affirmative Action Employer